

TRANSIT MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Transit Manager exists is to provide direction and management to plan, design and implement transit operations within the Transportation Department. This classification manages a team of professional and technical staff. Work is performed with a high degree of independence and is supervised by the Transportation Planning Director.

ESSENTIAL FUNCTIONS

Develops, plans and implements team goals and objectives in concert with department goals and objectives; recommends and administers policies and procedures. Develops operating budget recommendations for the Transportation Planning Director. Monitors and oversee transit operations contracts.

Plans, organizes and directs the work of staff responsible for a variety of transit-related programs for the City. Selects, trains, and supervises staff and demonstrates mutual support for people at all levels. Reviews and manages work of staff to ensure conformance with established procedures and standards.

Develops, or participates in the development of, policy recommendations and serve as technical advisor on transit issues for management and Council consideration such as the Transit Plan, Downtown Trolley Program, Regional Transit Coordination and Transit Capital program.

Represents the city's interests with other local governments and agencies to provide coordinated and efficient public transportation services. Prepares various oral and written reports and special studies for staff, elected officials, grant or regulatory agencies using clearly organized thoughts, proper sentence construction, punctuation, and grammar. Comprehends and make inferences from written material. Advises and makes presentations to city council, other elected officials, boards and commissions, and public groups.

Monitors, reviews, recommend and implements changes to the transit system. Oversees transit related activities such as the countywide Trip Reduction, Clean Air, and Alternate Work Schedules programs. Coordinates with other departmental city staff to resolve technical and complex project issues. Prepares Intergovernmental Agreements with various agencies and coordinate Federal grant fund requirements with the Arizona Department of Transportation, the Maricopa Association of Governments, the Regional Public Transportation Authority and the City of Phoenix (designated recipient.)

Communicates with citizens, city staff members and external groups in various formats on complex technical matters in an understandable and concise fashion encouraging productive relationships with all parties.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Management principles and practices.

Budget management.

Federal and state funding processes as well as the ability to understand Federal Transportation Administration requirements and procedures.

Transportation/Land Use Planning principles.

Transit system operations and other requirements.

Public communication and issue resolution techniques.

Ability to:

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission, other City Boards and Commissions, and City Council.

Work cooperatively with other City employees, the general public and the media.

Work in a regional context with officials of neighboring cities and region wide groups

Plan, organize, budget and coordinate; analyze problems and issues and develop innovative solutions.

Observe staff's work against established standards and goals.

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination. Perform the majority of daily work while sitting for extended periods of time.

Maintain regular consistent attendance and punctuality.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

EDUCATION & EXPERIENCE

Any combination of education and experience equivalent to a Bachelor's degree in Geography, Public or Business Administration, Planning or a related field and five years of professional experience in project management or transit operations planning.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

